



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF THE MEETING**

**Pre-procurement Conference
September 03, 2025; 10:18 a.m.
Division Conference**

DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City

I. ATTENDANCE

Present:

- | | |
|---------------------------------|-----------------------|
| 1. Dr. John Ariel A. Lagura | - Chairperson |
| 2. Miss Maurine C. Castaño | - Vice Chairperson |
| 3. Dr. Aimee T. Amistoso | - Regular Member |
| 4. Dr. Beatriz E. Incog | - Regular Member |
| 5. Mr. Alberto A. Lacang | - Alternate Member |
| 6. Dr. Ma. Antonette P. Dugang | - Alternate Member |
| 7. Dr. Nenita J. Incog | - Alternate Member |
| 8. Miss Angeli Faith V. Pascual | - Lead Secretariat |
| 9. Mr. Bernadito T. Taguisa | - Co-Lead Secretariat |
| 10. (Mrs.) Marianne P. Calipes | - Secretariat |
| 11. Dr. Rosene D. Olaivar | - TWG Member |

Absent:

- | | |
|---|--------------------|
| 1. Dr. Janet T. Butalid | - Regular Member |
| 2. Dr. Aquilino T. Milar Jr. (on leave) | - Regular Member |
| 3. Mr. Joseph C. Barrete | - Alternate Member |
| 4. (Mrs.) Ivy Joy R. Barbante | - Secretariat |

II. CALL TO ORDER

The meeting was called to order at 10:18 in the morning by the BAC Chairperson, Dr. John Ariel Lagura, as the Presiding Officer. It started with a prayer by Mr. Alberto Lacang.

The Presiding Officer declared the meeting quorum after determining that majority of the Members are present through the attendance.



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43 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**

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45 Dr. Aimee Amistoso moved to dispense the reading the minutes of
46 the previous meeting and was seconded by Mr. Alberto Lacang.
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49 **IV. AGENDA OF THE MEETING**

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51 Miss Maurine Castaño moved to proceed to the main agendum of
52 the meeting and Mr. Alberto Lacang seconded the motion, and so
53 the Presiding Officer ordered to proceed with the discussion.
54

55
56 **A. MAIN AGENDUM**

- 57 1. Pre-Procurement on Supply of Food, Room Accommodation,
58 Function Hall, Sound System, LCD Projector and White
59 Board
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61 Dr. Lagura stated that the above-mentioned procurement is for the
62 Division Training of Teacher Tutors for the Academic Recovery and
63 Accessible Learning (ARAL) Program tentatively set for October 14-
64 15, 2025.
65

66 Since the proponent for the said activity is Dr. Aimee Amistoso, the
67 Presiding Officer then asked Dr. Amistoso to present the
68 specifications for such, as she stated to wit;
69

- 70 I. Venue must be within Tagbilaran City.
71 II. Function Hall
72 1. Should have a good sound system with at least four (4)
73 wireless microphones, with an operator who will assist
74 the team for the entire duration of the workshop.
75 2. There must be five (5) function rooms with tables; each
76 must to accommodate 120 pax.
77 3. Availability of the following:
78 a. Effective and efficient internet connection that will
79 address the needs of all workshop participants.
80 b. Five (5) LCD projectors for the five (5) function
81 halls/rooms.
82 c. Extension cords
83 d. Functional air-condition units
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85 III. Room accommodation

- 86 1. Each room for the maximum quadruple sharing for the
87 participants.
88 2. Two (2) single rooms for the SDS and the ASDS
89 3. One (1) two-bed rooms for the two (2) Chiefs.
90 4. Two (2) triple rooms for the six (6) female Supervisors
91 5. One (1) two-bed rooms for two (2) male Supervisors
92 6. Five (5) family rooms for each team of facilitators
93

94 IV. Food

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96 First meal is morning snacks for the 1st day. Then, last meal
97 is packed dinner for the second day.
98

99 Should there be participants who will depart earlier, their
100 meals will be packed.
101

102 It was added that it should be specified that day 1 and 2
103 should have two (2) snacks, two (2) meals – lunch and dinner.
104 and for the day 2, two (2) snacks three (3) meals – breakfast,
105 lunch & dinner. Therefore the activity shall have four (4)
106 snacks, two (2) lunches, two (2) dinners, and one (1) breakfast.
107

108 V. Usage of Hotel Amenities such as free use of swimming pool
109 after each day, and free use of gym equipment.
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111
112 Dr. Lagura then asked the Secretariat to read the schedule of
113 activities. Miss Pascual announced:
114
115

BAC ACTIVITIES	SCHEDULE	VENUE
Pre-Procurement Conference	September 3, 2025	DepEd Tagbilaran City Division Office, Conference Hall
Advertisement/ Posting of ITB	September 5, 2025	DepEd Tagbilaran City Division Office, BAC Bulletin and Other Public Conspicuous Places
Pre-bid Conference	September 15, 2025	DepEd Tagbilaran City Division Office



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		Conference Hall
Opening of Bids/ Evaluation	September 26, 2025	DepEd Tagbilaran City Division Office Conference Hall
Post Qualification	September 28, 2025	DepEd Tagbilaran City Division Office Conference Hall

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B. OTHER MATTERS

1. RA 12009 – New Government Procurement Act

There is an invitation from the Philippine Institute of Certified Public Accountants (PICPA) for a face-to-face seminar on RA 12009 otherwise known as the The New Government Procurement Act and its Implementing Rules and Regulations (IRR) which will be held on November 7 – 8, 2025 at Aloha Nui Hotel, Candon City, Ilocos Sur. The registration is 4,500.00 for the early bird if paid until August 31, 2025, and 5,000.00 regular fee if paid from September 1 to November 6, 2025.

BAC Members and Secretariat are encouraged to participate. However, Dr. Lagura asked Ms. Castaño to seek permission first from the Schools Division Superintendent if how many will be allowed from the Division to participate in the said seminar.

V. ADJOURNMENT

Dr. Beatriz Incog moved to adjourn the meeting and it was seconded by Mr. Alberto Lacang. The conference was adjourned at 10:58 AM.

Prepared by:

Noted by:


MARIANNE F. CALIPES
 BAC Secretariat


JOHN ARIEL A. LAGURA PhD
 BAC Chairperson

